

**Minutes of Meeting of the Executive Board of  
Somerset Estates Homeowners Association (SEHOA)  
June 15, 2021  
By Video Conference, Niwot CO**

- 1. Call to Order and Quorum** - The meeting was called to order at 6:00 PM. Quorum met for Executive Board meeting with Scott Abrahamson (SA), Paula Hemenway (PH), Pea Lawson (PL), Steve Lehan (SL), and Herb McPherson (HM) present. The meeting was held by video conference (Zoom). The Zoom link was posted on the website more than a day before the meeting.

Property Manager present – Al Orendorff (AO)

ACC member present – Larry Becker

- 2. Approval of Prior Meeting Minutes** – MOTION to approve minutes from the Meeting of the Executive Board on May 18, 2021, made by HM, seconded by SL, no further discussion, approved unanimously.

- 3. Property Manager’s Report** – AO reported that we may not be able to lease enough water this year. The Boulder White Rock (BWR) ditch rider says there may possibly be ditch water to lease, but BWR didn’t order any extra CBT this year – not sure why. We’re still on river run (unmetered water from ditch), possibly through the end of June. We have 10 shares of BWR from Waterstone HOA. Unless additional leased water is located, we may run out of water by mid-August unless we make changes. AO recommended that we hold off starting the waterfall until we know more and run the sprinklers less frequently (e.g., 2x/week). HM suggested investigating Kodak in Fort Collins as lease source.

There is a main line break at the entrance at Hwy 52. Need special equipment to dig deep enough to locate and repair. Flowers are being moved for now. We need to take the light down at Hwy 52 for this digging to be sure it doesn’t fall over. This break is preventing the grass from being watered on the east side of Somerset Dr from Hwy 52 to the Swim & Tennis Club (SSTC). The main line repair work at SSTC is almost completed.

Getting the mag meter installed out of the BWR ditch should help with getting our full allocation of water. We’re still waiting for final bids from two companies. Lead time once ordered could be at least four weeks. AO is looking at ways to expedite the project.

SA proposes that we plan for a 2x/week schedule and hold off on the waterfall until we can secure additional water. AO will discuss with Rock Solid Landscapes (RSL) mowing the grass between Hwy 52 and SSTC every other week to make it look more natural and preserve water. However, as long as we’re on river run, we will fill the ponds and run the irrigation.

Because the light at Hwy 52 must be disassembled and taken down, it may make sense to replace it now with a new, dark-sky compliant light, rather than in 2023 as in the long range plan. PH, PL, and Lisbeth Lehan will look at light options.

The reeds between ponds 4-7 have been killed, but RSL can’t remove them. HM will suggest another option.

Save-a-Tree will treat grass between fence and sidewalks along Somerset Dr and Longview Dr to reduce weeds and improve the appearance of the grass.

- 4. Capital Projects** –

- **Water System Infrastructure** - Transfer line is ready to go with all pipe on-site and staged in two places. Sourcing couplings. Pump out of Pond 1 in SHOA is available. Still working with Excel Energy on installing an electric meter for the pump. Will commit to project as soon as SHOA President signs easement agreement.

- **Water System Operating Manual** – Proposal received from Garrett Quackenbush for \$12,500 to provide documentation of water system. MOTION to approve his proposal made by PH, seconded by SL. **Discussion:** HM wants a draft version of the manual reviewed early on and the final version accepted before payment is made to ensure that it contains sufficient detail; i.e., consistent with the engineering work done by Lamp-Rynearson under the guidance of Bob Uhler on the Pond 8 project. SA stated that the outline is pretty specific and deep. Amendment to MOTION to ask SA to review and approve the first chapter of manual prior to proceeding with the remainder, as well as the final product, made by PH, seconded by HM, no further discussion, approved unanimously. No further discussion on original MOTION as amended, approved unanimously.
  - **Hardscape** –Board agreed to add mulch instead of rock to the bare area between fence and sidewalk from the Somerset Estates sign on the west side of Longview Dr to Firethorn Ct for ~\$1000. Board agreed to proceed with replacing the gravel fines path from Longview Dr to Primrose Ct with asphalt. Larry Becker suggested we need to investigate sloping the asphalt away from the neighboring property. MOTION to go forward with project including regrading swale next to the path (\$5970), replacing the gravel fines with 3” asphalt (\$34,511) and replacing the feeder paths from Columbine and Daylilly (\$10,677) for a total project cost of \$51,158 made by PH, seconded by PL, no further discussion, approved unanimously. The schedule will be in this order: 1) transfer line, 2) swale work, 3) paving, 4) install test dog station.
  - **Softscape** – Discussion of whether we want to go forward with replacing plants around Ponds 2 & 3 given the uncertain water situation. HM – if we are unsure of our water situation, maybe just weed barrier and mulch on top for this budget season. SA – most landscaping companies no longer recommend weed barrier. Agreement to ask RSL to tear out loose landscape cloth and cover with mulch (shredded cedar) for now. We have flowers left over after planting around the waterfall. These can go in the empty space near Pond 3 if we can first check the irrigation system.
  - **Monument Tree Pruning** - Pruning is complete of the spruce trees next to the east Bellflower monument to raise the tree next to the sidewalk up about 8’ and the trees on the other side of the monument up off the monument and tapering lower away from the monument. We have a total of 77 spruce trees next to the street monuments that are the responsibility of the HOA. We have one bid for \$2415 to raise all the trees overhanging sidewalks to 8’ and remove all branches sitting on the monuments. This amounts to pruning of approximately half the trees. AO is getting another bid. Once ready to begin work, an email will be sent to the homeowners with monuments in an easement on their lots to inform them of work and to remind them to make sure all other vegetation is pruned back from the monuments. HM agreed that the pruning work can be part of the regular tree maintenance budget item in Operating Expenses.
  - Overall 2021 capital budget was reviewed. We are still waiting on a few final cost estimates.
  - Discussion of design of new pathway and pond signs. Another mock-up will be circulated with simpler language and fonts.
5. **Final Approval of Revised SHOA Water Settlement Agreement** – MOTION to approve execution-ready documents previously supplied to the Board (with minor modifications from prior version) made by PH, seconded by SL, no further discussion, approved unanimously.

John Ryan does not anticipate any problem with either BWR or Northern Conservancy transferring the water shares and units per the agreement.

6. **Treasurer's Report** – Report attached. Transition to FirstBank from Bank of the West is completed. As of May 31, two homeowners were more than 30 days delinquent on dues and four had not made a special assessment payment due April 1; however, as of this meeting, only two remain that haven't made a special assessment payment. To date, 24 homeowners have paid the full \$5000, 63 have paid the first \$2500, and 2 have not made a payment. AO sent a follow-up bill by mail in May for amounts due April 1. The June bill will include a late fee and fine for amounts unpaid as of June 1.
7. **Enforcement Actions** – Larry Becker reported that the ACC is not bringing anything new this month. He is working with owners on outstanding issues. A condition of reinstatement of membership privileges for properties on Coralberry and Strawberry as specified in the January 12, 2021 Minutes was completion of some remaining landscape maintenance items as specified by the ACC no later than May 31, 2021. The owner has asked for an extension until June 30, 2021, and the Board agreed to this extension.
8. **Social and Welcome Committee Update** – PL will be contacting Anita Harris about the welcome baskets and the committee about possible summer events.
9. **Other Business** – None
10. **Member Open Forum** – None
10. **Next meeting** – Executive Board meeting on Tuesday, July 20, 2021 at 6:30 PM, expected to be in-person. Possible location is SSTC clubhouse.
11. **Adjourn** - The meeting adjourned at 7:38 PM.

*Paula Hemenway*

Paula Hemenway, Secretary  
June 23, 2021

**Somerset Estates Homeowners Association - Treasurer's Report**

**Operating and Reserve Fund(s)**

**Balance Sheet and Summary Income Statement**

**MAY 2021**

**BALANCE SHEET**

**As Of May 30, 2021**

	Operating Fund	Reserve Fund	Total
<b>ASSETS</b>			
<u>Operating/Checking Account</u>			
FirstBank	\$ 124,907.12	\$ -	\$124,907.12
<u>Investment/Reserve Account</u>			
Capital One	\$ -	\$ 302,704.71	\$ 302,704.71
<b>TOTAL ASSETS</b>	<b>\$ 124,907.12</b>	<b>\$ 302,704.71</b>	<b>\$ 427,611.83</b>
<b>LIABILITIES &amp; FUND BALANCE</b>			
Fund Balance	\$ 124,907.12	\$ 302,704.71	\$ 427,611.83
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 124,907.12</b>	<b>\$ 302,704.71</b>	<b>\$ 427,611.83</b>

**Statement of Revenues, Expenses, and Changes in Fund Balance**

**For May, 2021**

	Operating Fund	Reserve Fund	Total
<b>REVENUES</b>			
HOA Dues	\$ 4,725.00	\$ -	\$ 4,725.00
HOA Violations & Fines	\$ -	\$ -	\$ -
Special Assessment	\$ -	\$ 22,325.00	\$ 22,325.00
Other Income & Interest	\$ 1,250.00	\$ 128.49	\$ 1,378.49
<b>TOTAL REVENUES</b>	<b>\$ 5,975.00</b>	<b>\$ 22,453.49</b>	<b>\$ 28,428.49</b>
<b>EXPENSES</b>			
Administrative	\$ 1,321.37	\$ -	\$ 1,321.37
Landscape Repair & Maintenance & Enhancement	\$ 4,179.98	\$ -	\$ 4,179.98
Lights & Fence & Path & Pond Maintenance & Repair	\$ -	\$ -	\$ -
Water & Utilities	\$ 251.06	\$ -	\$ 251.06
Water Rights	\$ -	\$ -	\$ -
Water System Infrastructure	\$ -	\$ -	\$ -
Water Features (Ponds & Waterfall)	\$ -	\$ -	\$ -
Water System Profession Fees (Project Mgmt. & Ops Manual)	\$ -	\$ -	\$ -
Irrigation System	\$ -	\$ 11,417.12	\$ 11,417.12
Hardscape (Fence & Paths & Monuments)	\$ -	\$ -	\$ -
Softscape (Master Landscape Plan)	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 5,752.41</b>	<b>\$ 11,417.12</b>	<b>\$ 17,169.53</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	222.59	11,036.37	11,258.96
<b>TRANSFER BETWEEN OPERATING FUND and RESERVE FUND</b>			\$ -

Somerset Estates Homeowners Association - Treasurer's Report															
Operating Fund															
Income Statement															
May 2021															
	<u>MAY</u>	<u>YTD-ACTUAL</u>	<u>YTD-BUDGET</u>	<u>YTD-VARIANCE</u>	<u>BUDGET</u>										
	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2021</u>										
				Better/(Worse)											
<b>REVENUE and EXPENSE SUMMARY</b>															
<b>REVENUE</b>															
HOA Dues	\$ 4,725.00	\$ 118,625.00	\$ 117,450.00	\$ 1,175.00	\$ 240,300.00										
HOA Violations & Fines	\$ -	\$ -	\$ -	\$ -	\$ -										
Other Income	\$ 1,250.00	\$ 1,250.00	\$ 1,000.00	\$ 250.00	\$ 1,000.00										
<b>TOTAL INCOME</b>	<b>\$ 5,975.00</b>	<b>\$ 119,875.00</b>	<b>\$ 118,450.00</b>	<b>\$ 1,425.00</b>	<b>\$ 241,300.00</b>										
<b>EXPENSES</b>															
Administrative	\$ 1,321.37	\$ 16,444.50	\$ 25,715.00	\$ 9,270.50	\$ 42,100.00										
Landscape Repair & Maintenance & Enhancement	\$ 4,179.98	\$ 21,556.65	\$ 42,099.00	\$ 20,542.35	\$ 87,900.00										
Lights & Fence & Path & Pond Maintenance	\$ -	\$ -	\$ 5,305.00	\$ 5,305.00	\$ 14,900.00										
Water & Utilities	\$ 251.06	\$ 3,896.20	\$ 4,000.00	\$ 103.80	\$ 18,200.00										
<b>TOTAL EXPENSES</b>	<b>\$ 5,752.41</b>	<b>\$ 41,897.35</b>	<b>\$ 77,119.00</b>	<b>\$ 35,221.65</b>	<b>\$ 163,100.00</b>										
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ 222.59</b>	<b>\$ 77,977.65</b>	<b>\$ 41,331.00</b>	<b>\$ 36,646.65</b>	<b>\$ 78,200.00</b>										
<table border="1"> <thead> <tr> <th></th> <th><u>0 - 30 Days</u></th> <th><u>30 - 60 Days</u></th> <th><u>60 - 90 Days</u></th> <th><u>Over 90 Days</u></th> </tr> </thead> <tbody> <tr> <td>Dues &amp; Fines Outstanding - \$850.00 / 2 Homes</td> <td>\$0.00 / 0 Homes</td> <td>\$850.00 / 2 Homes</td> <td>\$0.00 / 0 Homes</td> <td>\$0.00 / 0 Homes</td> </tr> </tbody> </table>							<u>0 - 30 Days</u>	<u>30 - 60 Days</u>	<u>60 - 90 Days</u>	<u>Over 90 Days</u>	Dues & Fines Outstanding - \$850.00 / 2 Homes	\$0.00 / 0 Homes	\$850.00 / 2 Homes	\$0.00 / 0 Homes	\$0.00 / 0 Homes
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	<u>MAY</u>	<u>YTD-ACTUAL</u>	<u>YTD-BUDGET</u>	<u>YTD-VARIANCE</u>	<i>Proposed</i>																		
	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>BUDGET</u>																		
				Better/(Worse)	<u>2021</u>																		
<b>REVENUE and EXPENSE SUMMARY</b>																							
<b>REVENUE</b>																							
Special Assessment	\$ 22,325.00	\$ 242,600.00	\$ 212,500.00	\$ 30,100.00	\$ 445,000.00																		
Interest on Capital One - Reserve Account	\$ 128.49	\$ 340.69	\$ 333.33	\$ 7.36	\$ 800.00																		
<b>TOTAL INCOME</b>	<b>\$ 22,453.49</b>	<b>\$ 242,940.69</b>	<b>\$ 212,833.33</b>	<b>\$ 30,107.36</b>	<b>\$ 445,800.00</b>																		
<b>EXPENSES</b>																							
Water Rights	\$ -	\$ -	\$ 5,416.67	\$ 5,416.67	\$ 13,000.00																		
Water System Infrastructure	\$ -	\$ -	\$ 25,416.67	\$ 25,416.67	\$ 61,000.00																		
Irrigation System	\$ 11,417.12	\$ 11,417.12	\$ 6,250.00	\$ (5,167.12)	\$ 15,000.00																		
Water Features (Ponds & Waterfall)	\$ -	\$ 3,552.50	\$ 5,000.00	\$ 1,447.50	\$ 12,000.00																		
Water System Professional Fees (Project Mgmt. & Ops Manual)	\$ -	\$ -	\$ 10,416.67	\$ 10,416.67	\$ 25,000.00																		
Hardscape (Fence & Paths & Monuments)	\$ -	\$ -	\$ 32,083.33	\$ 32,083.33	\$ 77,000.00																		
Softscape (Master Landscape Plan)	\$ -	\$ -	\$ 4,166.67	\$ 4,166.67	\$ 10,000.00																		
<b>TOTAL EXPENSES</b>	<b>\$ 11,417.12</b>	<b>\$ 14,969.62</b>	<b>\$ 88,750.00</b>	<b>\$ 73,780.38</b>	<b>\$ 213,000.00</b>																		
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ 11,036.37</b>	<b>\$ 227,971.07</b>	<b>\$ 124,083.33</b>	<b>\$ 103,887.74</b>	<b>\$ 232,800.00</b>																		
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